

## **Chepachet Fire District**

### **Executive Committee – Monthly Meeting**

**July 16th, 2014**

**The Chepachet Fire District monthly meeting was held at the Chepachet Fire Station on Wednesday, July 16th, 2014. Chairman Earl Newman called the meeting to order at 6:45 pm. Members present were Eric Croft and Lynda Martone. Also present were Treasurer David Steere, District Clerk/Secretary Darlene Shields, Chief Robert Dauphinais and Deputy Chief Dennis Huestis and Tax Collector Patricia Svansson. Absent were Robert Lohr and Eric Croft.**

#### **Secretary's Report:**

**All members have received copies of the minutes for May 21st, 2014 Monthly Meeting, May 21th , 2014 Canvas the Voter's List Meeting, June 14th, 2014 Monthly Meeting.**

**Correction on June 14th, 2014 Monthly Meeting indicated June 8th, 2013 date needs to be corrected to June 14th, 2014**

**Motion made by Mr. Newman to accept the minutes of the May 21st, 2014 Canvas the Voter's List Meeting as presented, second by Mr. Croft and passed 3 – 0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Motion made by Mr. Newman to accept the minutes of the May 21st, 2014 Monthly Meeting as presented, second by Mr. Croft and passed 3 – 0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Motion made by Mr. Newman to accept the minutes of the June 14th , 2014 Monthly Meeting as presented, second by Mr. Croft and passed 3 – 0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Tax Collector's Report:**

**Mrs. Svansson advised that during the month of June that 5 deposits were made totaling \$5,306.82. Tax Sale proceedings are going accordingly with 45 accounts remaining unpaid.**

**Motion made by Mrs. Martone to accept the Tax Collector's Monthly Report, second by Mr. Croft and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Mrs. Svansson provided copies of the 2013/2014 Annual Report. The report is the same as submitted at the Annual Meeting but updated to yearend report that includes the month of June showing the June deposits. The taxes collected were \$423,263.26 for the year with**

**\$10,353.03 being tax sale expenses leaving total taxes collected \$412,910.23.**

**Motion made by Mr. Newman to accept the Tax Collector's Annual Report, second by Mrs. Martone and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Treasurer Report:**

**There is no monthly report until the month of August as it takes 45 days to show this year expenses.**

**Mr. Steere presented the Treasurer's Annual for Fiscal Year 2013 -2014. Mr. Steere noted on the second page of the report that we are \$53,351 under budget for the year. The expense that exceeded 100% was the Rescue Maintenance was at 235% of the budget. Overall the income was higher than budgeted for. We were at 90% overall for our budget.**

**Mr. Steere referred to the last page of the report. End of the year totals were \$724,000 of which \$425,600 was restricted leaving unrestricted funds of \$298,675. Mr. Steere noted that they district could be using excess funds towards new rescue and excess funds balance will change on a monthly basis. As of June 30th Mr. Steere stated there was approximately \$27,000 of excess funds.**

**Mr. Steere stated that amount is based on 3rd Party income. Last year we average \$11,277 monthly in 3rd party. Current balance in the 3rd party account is \$296,000 with \$160,000 being used in this year's budget. The remaining \$136,000 is not designated and some of it can be used towards the new rescue.**

**Mrs. Shields will be getting our records down to the auditor for him to start our audit.**

**Motion made by Mr. Newman to accept the Treasurer's Monthly Report as presented and to pay the monthly bills, second by Mr. Croft and Passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Motion made by Mr. Newman to accept the Treasurer's Annual Report for Fiscal Year 2013/2014 as presented , second by Mr. Martone and Passed 3-0.**

**VOTER YES NO Abstaining**  
**Earl K Newman, Chairman X**  
**Robert Lohr, Vice Chairman**  
**George Leonhardt**  
**Lynda Martone X**  
**Eric Croft X**

**Chief's Report:**

**Chief Dauphinais read and submitted the May 2014 Chief's Report to be placed on file.**

**Motion made by Mrs. Martone to accept the Chief's Monthly Report for May 2014, second by Mr. Croft and passed 3-0.**

**VOTER YES NO Abstaining**  
**Earl K Newman, Chairman X**  
**Robert Lohr, Vice Chairman**  
**George Leonhardt**  
**Lynda Martone X**  
**Eric Croft X**

**Chief Dauphinais read and submitted the June 2014 Chief's Report to be placed on file**

**Motion made by Mr. Newman to accept the Chief's Monthly Report for June 2014, second by Mr. Croft and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Chief Dauphinais read and submitted the Chief's Annual Report for 2013-2014 to be placed on file and noted the Department did 747 calls for the year.**

**Motion made by Mrs. Martone to accept the Chief's Annual Report for 2013-2014, second by Mr. Croft and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Motion made by Mr. Leonhardt to accept the Chief's Monthly Report for June 2014 and the Annual Report for 2012-2013, second by Mr. Croft and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Committee:**

**Charter Committee: Progress**

**Old Business:**

**1. Septic System:**

**Chief Dauphinais noted that Mr. Lohr questioned if because he was a board member if he was able to bid on the septic system upgrade**



project. Chief noted that when Mrs. Shields questioned the Ethic Commission she mentioned that Mr. Lohr was designing the system when in fact he is not designing the system. Chief stated that he didn't feel it was right that he couldn't bid on the project when it would be sealed and opened in a public meeting. Mr. Newman would like see something in writing from the Ethics Commission or our Attorney on why Mr. Lohr can't bid on this project. Mr. Steere feels that something in writing from either our Attorney or the Ethics Commission needs to be received.

Mr. Croft questioned who opens the bids. Mr. Steere stated if there was a project engineer that the engineer would normally open the bids but there is no project engineer so the board would be the party opening the bids. Mr. Croft questioned if there would be a conflict of interest because he was one of us. Mr. Newman stated that the bids are sealed bids and then reviewed and then voted on at separate meeting after they have been reviewed to make sure they meet all the specifications.

Mr. Steere noted that no late bids should be accepted and the Chief agreed that no late bids will be accepted. Mrs. Shields will contact Mr. Craven and the RI Ethics Commission to get their responses in writing.

**New Business:**

## **1. Personnel Policy for sick/vacation time:**

**Chief mentioned the Town's sick and vacation policy is based on years worked. Mrs. Shields will contact Mrs. Fecteau as to the towns sick/vacation policy.**

**Mr. Newman and Mrs. Martone will head up a Personnel Policy Committee to review current sick and vacation time and present recommendations to the board for a personnel policy for a sick/vacation policy and for those changes to be added to the by-laws.**

## **2. Appointment of Officers:**

**Mrs. Shields has been in contact with Mr. Lohr and asked if he would remain as vice-chairman and he was open to be reappointed as vice-chairman.**

**Motion made by Mrs. Martone that Earl Newman be reappointed as Chairman and Robert Lohr be reappointed as Vice Chairman of the board for 2014 - 2015, second by Mr Croft and passed 3-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

### **3. New Rescue**

**Motion made by Mrs. Martone to hold a special meeting to be advertised and held on August 20th at 6:15pm to appropriate funds not to exceed \$200,000.00 for the purpose of purchasing a new rescue, second by Mr. Newman and passed 3-0**

**The next meetings will be the Special Meeting for the New Rescue on August 20th, 2013 at 6:15pm f and following that meeting on August 20th at 6:30pm will be the Monthly Board Meeting.**

**With no further business at this time, motion made by Mr. Croft to adjourn, second by Mr. Martone and passed 3-0. Meeting adjourned at 7:38pm.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman**

**George Leonhardt**

**Lynda Martone X**

**Eric Croft X**

**Respectfully submitted, ~~~~~~**

**Darlene L Shields**

**Darlene L. Shields**

**District Clerk / Chepachet Fire District**